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Approved For Release 1999/09/20 : CIA-RDP78-03991A000500060047-9

TO : Director of Logistics

2 June 1955

FROM : Acting Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Plant Operations

The workload in the Printing and Reproduction Division continues to be heavy, especially in the Printing and Photographic Branches. Considerable overtime will be necessary in the Linotype and Letterpress Sections and in the Graphic Photography and Photocopying Sections.

25X1A

b. Work - (continued item)

25X1C

The million copy two-sided job is progressing satisfactorily. The 15 June 1955 deadline will be met providing overtime can be worked at least two nights and one Saturday prior to the deadline.

25X1A

The second large [REDACTED] job received last week has had engravings made and will be printed on [REDACTED] job is due 27 June 1955 and printing will begin in the next day or so.

25X1A

25X1A

Proofs have been furnished [REDACTED] on the first leaflet set with the recently acquired [REDACTED] type. Primary indications show that our methods of using this type to be very successful.

25X1A

25X1A

[REDACTED], DD/P, has another publication being set in the [REDACTED] The request calls for printing 500 copies of this 8x11 magazine. The first proofs have been furnished [REDACTED] and he is extremely pleased with our efforts.

c. Other Rush Work - (continued item)

25X1A

Concentrated effort continues on the production of NIE's for ONE. For the next several days an NIE a day will be published.

The job for [REDACTED] DD/P, mentioned in last week's report is running behind schedule since corrected proof has not been received

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from the originating office as required. If all proofs are returned today the dateline may still be met, however.

ORR has made a rush request on the Photographic Branch during the week. The job was received 27 May 1955, consisting of 2400 aerial photos to be copied and the originals returned by 3 June 1955. Overtime was worked last Saturday and will be continued each night this week in order to meet the deadline.

2. PROJECTS AND STUDIES IN PROCESS

a. Dissemination of Agency Reports (continued item)

25X1A

25X1A

25X1A

25X1A

██████████ Acting Assistant Director of OCD, has agreed to the proposal reached between ██████████ OCD, and P&RD representatives whereby an OCD employee will be detailed to the P&RD Plant ██████████ to assist in making distribution of Agency publications. Distribution lists are being prepared for P&RD by OCD and arrangements for detail of the employee are being coordinated with ██████████, OCD.

25X1A

b. Plate Graining - (new item)

Arrangements have been made through the Contract Section, Procurement Division, for the regraining of offset press plates by a commercial concern. The first plates regrained are now being tested to determine if the grain is satisfactory.

3. OTHER ITEMS OF INTEREST

a. Requisitions Reviewed - (continued item)

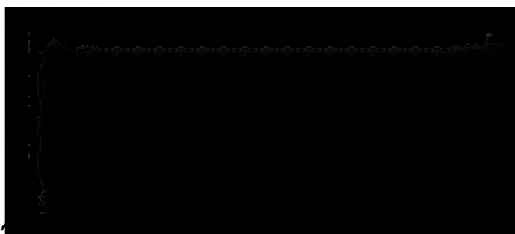
Four requisitions for equipment were reviewed and approved during the week, one was returned to the originating office.

Approved: 70 mm Camera and 3 Systems Multilith Machines
for Printing & Reproduction Division
"Secretary" Model Thermo-fax for FI/RI
2 Printomatics for WE, ██████████

25X1A

Returned: Ozalid to RE&C/OL

25X1A



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